

<p style="text-align: center;">Application Package for the King County Community Organizing Program Prevention Mini-Grant</p>
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The King County Community Organizing Program (KCCOP) *is a community mobilization program that works in King County to promote healthy communities through implementing substance abuse and violence prevention strategies.*

In the spirit of supporting prevention efforts, the King County Community Organizing Program has mini-grants available. This funding supports alcohol, drug and violence prevention activities. These mini-grants will be distributed geographically throughout King County. The funds have been made available through a grant received from the Washington State Department of Community Trade and Economic Development.

MINI-GRANTS: \$500 - \$2,400

Two types of Mini-Grants will be available:

- A smaller Grant (\$500 to \$999) Must focus on one targeted risk factor
- A larger Grant (\$1,000 to \$2,400) Must focus on two or more targeted risk factors

Both Grants will also require a Measurement tool to document outcomes

The above are funding guidelines. The Community Organizing Program and staff are committed to spreading these dollars to as many local community groups as possible. Final recommendations as to amount of awards will be left up to the Community Organizing staff based on amount of funding available.

Targeted Risk Factors:

<i>Community Domain:</i>	Low Neighborhood Attachment and/or Community Disorganization
<i>Family Domain:</i>	Family Management Problems and/or Family History of Problem Behavior
<i>Individual/Peer Domain:</i>	Friends Who Use and/or Favorable Attitudes Towards Drug Use and Violence Youth in the Juvenile Justice System

To apply for a Mini-Grant, please complete the attached application. These applications will be reviewed and rated by the KCCOP staff.

To be considered for funding, projects or activities must demonstrate in their application **WHICH** specified risk factor their proposed activity will focus on and specifically **HOW** the project addresses this, with measurable outcomes. Please think critically about how your proposed activity will enhance or strengthen the related protective factor. For more information on these risk & protective factors, see pages 7 – 8.

If your project is awarded a mini-grant, you will be responsible to King County Community Organizing Program for:

- Completing a summary report of the project
- Submitting appropriate receipts and documentation prior to receiving payment
- Promotional material to recognize our funding support
- Measuring outcomes and submitting measurement tool (surveys, etc.)

For more assistance contact our office at 206-296-5250.

COMMONLY ASKED QUESTIONS

1. What is an eligible activity for this Grant?

- A. Any activity that provides a healthy alternative to substance abuse and violence will be considered for a Mini-Grant. Examples include Parenting Class Graduation Ceremonies, mural painting projects, and food and equipment rental for cultural celebrations. Priority will be given to projects that have the support of a diverse coalition, and also to activities that focus on our targeted risk factors (listed on pages 7 and 8 of this application).

2. How long will it take to hear if I have received the Grant?

- A. A letter will be sent to you, whether or not you have been awarded the Grant. These letters are generally sent out within a week to ten days from receiving the application.

3. What do I have to do to receive the money?

- A. The KCCOP Mini-Grant is a reimbursement grant, in that we will pay you back for money that you have spent up to the amount of your award. In order to pay this money, we need a completed invoice form, a completed evaluation form, a W-9 form (these forms will be sent to you with your award letter), your measurement tool (e.g., surveys) and all receipts.

4. How long will it take to get the money?

- A. Plan on four to six weeks from the time we receive all your completed paperwork (including measurement tool) and receipts.

5. Is there a deadline for applications and invoice paperwork?

- A. Our fiscal year runs from July 1st through June 30th. We must have all your paperwork in no later than July 10th in order to pay invoices from the previous fiscal year. Applications can be submitted any time, but there is generally more money available at the beginning of our fiscal year.

6. Can I apply for more than one Mini-Grant?

- A. It is up to the discretion of each Organizer whether a group is awarded more than one Mini-Grant. However, no community group can receive more than three Mini-Grants during a given fiscal year, and no single vendor can receive more than \$2,400 in a fiscal year. If you need an additional application, you may call our office. The application is also available on our website, www.metrokc.gov/dchs/csd/organizing/.

7. Where do I send my completed application, and can I fax it?

- A. You can fax your application to (206) 296-0229, or mail it to: *King County Community Organizing Program, 821 2nd Avenue, Suite 500, Seattle, WA 98104*. Whether you mail it or fax it, please address the application to your Community Organizer. See the list of Organizers below.

8. Who do I call if I have a question?

- A. Call your Community Organizer, determined by geography. They can all be reached at (206) 296-5250.

*Cheryl Hanson: South King County
Laura Quinn (interim): East King County
Drew Russell: Greater Seattle and Vashon
Val Thomas-Matson: North King County*

**KING COUNTY COMMUNITY ORGANIZING PROGRAM
MINI-GRANT APPLICATION
COVER PAGE**

**YOUR COALITION/ COMMUNITY GROUP
NAME** _____

**YOUR COALITION CONTACT/
LEAD PERSON** _____

YOUR PHONE NUMBER _____

**KING CO. COMMUNITY ORGANIZING PROGRAM CONTACT/ COMMUNITY
ORGANIZER** _____

AMOUNT REQUESTED \$ _____

ACTIVITY / EVENT TO BE FUNDED _____

DATE(S) OF EVENT _____

LOCATION OF EVENT _____

MINI-GRANT APPLICATION

DATE: _____ AMOUNT REQUESTED: \$ _____

YOUR COMMUNITY GROUP/
COALITION NAME: _____

YOUR COALITION CONTACT/
LEAD PERSON: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

NAME OF YOUR KING CO. COMMUNITY ORGANIZING PROGRAM CONTACT/
COMMUNITY ORGANIZER: _____

1. WHAT IS THE MISSION/GOAL OF YOUR COALITION/COMMUNITY GROUP?

2. LIST THE NUMBERS OF INDIVIDUALS THAT ARE REPRESENTED IN YOUR COALITION/COMMUNITY GROUP?

_____ School Representative	_____ Youth	_____ Religious Reps.
_____ Law Enforcement	_____ Parents	_____ Community Members
_____ Prevention Specialist	_____ Government	_____ Treatment
_____ Business	_____ Health	_____ Probation
_____ Other: _____		

3. STATE THE TARGETED RISK AND/OR PROTECTIVE FACTOR LISTED ON PAGES 7 & 8 THAT YOUR PROJECT WILL ADDRESS.

FOR LARGER GRANTS, LIST TWO OR MORE.

Grants \$500-\$999: 1. _____

Grants \$999-\$2,400 1. _____

2. _____

4. HOW WILL YOUR PROJECT IMPACT YOUR TARGETED RISK/PROTECTIVE FACTORS, AND WHAT ARE THE EXPECTED OUTCOMES? (WHAT YOU PLAN TO REDUCE OR INCREASE AS A RESULT OF YOUR PROJECT)

<u>RISK FACTOR</u> (Larger grants need 2 or more)	<u>EXPECTED OUTCOME</u>
1.	
2.	
3.	

5. WHAT WILL YOU USE TO MEASURE THE ABOVE EXPECTED OUTCOME(S)?

Example of Measurable Outcome: For the (24) youth who attend our Late Night Program, we will increase their understanding of the (10) warning signs of alcoholism.

Example of Measurement Tool: Pre and Post Survey to be developed by Coalition with assistance from the Community Organizer if needed. See sample questions on pages 9 & 10.

<u>EXPECTED OUTCOMES</u>	<u>MEASUREMENT TOOL</u>
1.	
2.	
3.	

6. MATCH/IN-KIND CONTRIBUTIONS (DONATED GOODS & SERVICES AND VOLUNTEER TIME)

List other resources being committed/donated for this program

7. WHO WILL BE RESPONSIBLE FOR HANDLING YOUR INVOICE & EVALUATION FORM? _____

8. HOW WILL YOU RECOGNIZE OUR FUNDING CONTRIBUTIONS?

(Example: Mention KCCOP in event promotions).

PROPOSED BUDGET DETAIL FOR MINI-GRANT

PURCHASE	EST. COST	TOTAL
ITEM/VENDOR NAME		
<i>EXAMPLE 10 T-shirts (Costco)</i>	<i>\$5.00/each</i>	<i>\$50.00</i>
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		

**Invoice form will be
sent with award letter.**

TARGETED RISK & PROTECTIVE FACTORS

After reviewing County-wide data (since 1989) and local community assessments, as well as the Washington State Survey of Adolescent Health Behaviors, we have targeted the following as the key risk factors in King County. We have also provided some strategies that have been successful in addressing each risk factor. Please contact your Community Organizer if you want assistance in tailoring your prevention activity to these risk and protective factors.

COMMUNITY DOMAIN

1. Risk Factor

Low Neighborhood Attachment and/or Community Disorganization

Related Protective Factors

Provide supportive networks and social bonds

Involve youth in community service

Provide access to resources (housing, health care, child care, job training, employment, and recreation)

Suggested Strategies

Community-wide events (drug, violence, and weapon-free barbeques, potlucks, dances, etc.)

FAMILY DOMAIN

2. Risk Factor

Family Management Problems and/or Family History of Problem Behavior

Related Protective Factors

Adults spend quality time with children

Has clearly expressed value on drug and violence-free lifestyle

Encourage supportive relationships with caring adults beyond the immediate family

Suggested Strategies

Parenting Support/ Training

Strengthening Families Programs

INDIVIDUAL/PEER DOMAIN

3. **Risk Factor**

Friends Who Use/ Favorable Attitudes Towards Drug Use and Violence

Related Protective Factors

Involved in drug and violence-free activities

Has opportunities to be positively engaged

Suggested Strategies

Life Skills Training

Mentoring Programs

Youth-driven prevention strategies

4. **Risk Factor**

Youth in the Juvenile Justice System

Related Protective Factors

Involved in positive activities

Has caring adults in their life

Has a sense of personal competence

Suggested Strategies

Youth Leadership Skills Development

Youth diversion strategies

Suggested Survey Questions

The following are sample survey questions categorized by risk factor. These are meant to provide a clear picture of the outcomes KCCOP is looking for from mini-grant recipients. Every event or program is unique. We recommend that you identify which survey questions speak to the desired outcomes for your event, then perhaps design a few of your own. **A measurement tool is required of every mini-grant recipient.** Measurement tools usually take the form of a pre and post survey (the same set of questions are asked before the event or program, then after) or a post survey (a set of questions asked after the event or program). We encourage creativity in reporting- any anecdotal information, video, or pictures are welcome.

Risk Factor: low neighborhood attachment

(For a short term or one time event)

- Do you feel more connected to your community/neighborhood as a result of this event? If yes, why?
- Do you feel more comfortable asking a neighbor for support as a result of this event?
- How might you describe the changes that occurred in your community as a result of this event?
- Did you learn anything helpful about those you live by?
- Do you feel like those who came to the event have a sense of who you really are?
- (For Teens) Did you have any positive conversations with adults?
- (For adults) Did you have any positive conversations with teens?
- Did the event help your familial relationship? If so how?
- Did the event increase your awareness of safety and health issues that concern youth? If so how?
- What did you feel was most beneficial for you and your family?
- Did you learn anything new about the health risks associated with drug / alcohol use and violence?

Risk Factor: Family management problems / history of problem behaviors

(The following are examples of pre and post survey questions for a training or support group)

- How would you describe your stress level as a parent?
(1 through 5) – 1 is low, 5 is high
- I understand what age appropriate behavior is for my child.
(1 through 5)
- I use physical discipline such as hitting and spanking.
(1 through 5)
- I use redirection, time out and limit setting with my child.
(1 through 5)
- I know places where I can get help in the community.
(1 through 5)
- I understand what is a realistic expectation of my child's academic, social and physical skill levels.
(1 through 5)
- How much progress do you feel you have made on your parenting goals?
(1 through 5)

Risk Factor: friends who use / favorable attitudes towards drug use and violence

(For short term or one time events, post survey)

- Has your attitude towards drugs and violence changed as a result of this event / program? Explain how.
- Did you learn new ways to connect with your peers? What were they?
- Was your personal talent and skills recognized at this event? What was your reaction to that recognition (or lack of recognition)?
- Did you find ways to have fun without drugs? What were they?
- If violence was not an option, could you solve a heated conflict? How would you do it?

(For long term events, pre and post survey)

- I realize that (insert issue) influences what I do.
Not at all – Somewhat – A lot
- I understand why (insert issue) is happening.
Not at all – Somewhat – A lot
- What I choose to do can affect (insert issue).
Not at all – Somewhat – A lot
- I understand my feelings that (insert issue) brings up.
Not at all – Somewhat – A lot
- I am trying to do something new to deal with (insert issue).
Not at all – Somewhat – A lot

Risk Factor: Youth in the Juvenile Justice System

- Do you have a clearer sense of your leadership style as a result of this event? What is your style?
- Do you have a positive vision for your future? What are some parts of it?
- Is it easier for you to explain your ideas as a result of this event?
- Were you surprised by what you could do with the support of your peers?

